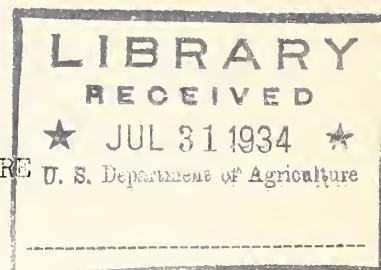


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1-9
652-1
Bi-1082

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.



July 26, 1930.

MEMORANDUM TO FIELD LEADERS AND OTHER EMPLOYEES HANDLING GOVERNMENT
BILLS OF LADING.

Since putting into effect the requirements of General Accounting Office Regulations No. 69, that Government bills of lading must be used for all shipments by freight and express, the property clerk of the Bureau in Washington has been experiencing some inconvenience in connection with incoming shipments from the field due to the fact that in some cases the original bill of lading on which shipment was made did not reach him before the shipment arrived. In such cases it is necessary to prepare temporary receipts to take the place of the original bill of lading until it is located, which leads to confusion and much extra work.

To prevent such occurrences in the future all employees handling bills of lading should make a point of seeing that the original copy of the bill of lading is sent immediately to the Washington office after the shipment has been delivered to the carrier. These original bills of lading should be handled separately from all other papers addressed to the Washington office, and should be mailed direct to the property clerk of the Bureau, which will insure his receiving them immediately upon their receipt in the mail and file room.

Although this memorandum is issued primarily in connection with shipments coming into the Washington office, the practice of sending original bills of lading immediately to the consignee should be followed in connection with all shipments as it is very important that he receive this paper before the shipment reaches him.

E. Thompson
Assistant in Operations.

